Approved For Release 2002/05/01 : CIA-RDP57-00042A000200120031-1

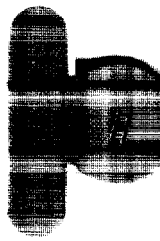
SEP 28 1953

MEMORANDUM FOR: Comptroller

25X1A9a ATTENTION : [redacted]

SUBJECT : Survey of Punch Card Equipment, Bookkeeping Machines and Electronic Computers by the General Accounting Office

1. In accordance with instructions recently received from the Acting Deputy Director (Administration), there is transmitted herewith requested data relative to the utilization of the IBM Automatic Test Scoring Machine for which this Office is accountable.



2. If further information is desired in this connection, it is requested that inquiries be directed to [redacted] 25X1A9a extension 2798.

[redacted]

GEORGE E. MELOON
Personnel Director

Attachments

25X1A9a

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EXHIBIT A
Installation Report

**Electrical Business Machines Survey for House Appropriations Committee**

Organizational Unit:
Testing and Evaluation Branch
Placement and Utilization Division
Personnel Office
Department or Agency:
CIA

Location (city) Washington, D. C.

Appropriation or other Budget Identification
4-6508-20
Obj. Class. - .05

Units of Equipment - Rented or Owned - June 30, 1953

| Trade Name: | Description: | No. of Units: | Percent of Utilization F.Y. 1953: | Annual Rental: | Purchase Price Under 3 Years of Age: | Purchase Price Over 3 Years of Age: |
|---|---|---|---|---|---|---|
| IBM Test Scoring Mach. | Model No. 805-10614HK | 1 unit | 20% of time | $792.00 | --- | --- |
| Total | | 1 | 20% | $792.00 | | |

Operating Data 1953 Fiscal Year

| | | Man Years | Amount |
|---|---|---|---|
| Analysis of Contract Services: | Operating Personnel | 1/5 | $ 841.00 |
| | Supporting Personnel | None | --- |
| | Other Personnel | None | --- |
| | Total | 1/5 | $ 841.00 |
| | Machine rental | --- | $ 792.00 |
| | Card and paper supplies | --- | 500.00 |
| | Contract Services | --- | None |
| | Total | --- | $1,292.00 |

Planned Expansion or Reduction in F.Y. 1954:

The activities of this Branch are expected to diminish to some degree as recruitment and hiring activities of the Agency decline when present personnel shortages are alleviated.

Functions Performed:

To accurately and expeditiously score test papers of relatively large groups of examinees so that performance records may be forwarded to appropriate officials without delay. Also, attachments to machine (graphic item counter) employed in various research activities.

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Narrative Supplement to Exhibit A, Installation Report

A. Special Factors

In most instances, security considerations preclude the testing of applicants and employees by non-CIA activities such as the U. S. Civil Service Commission and the U. S. Employment Service.

B. Management Controls

Due to the integral relationship between Agency activity, including personnel requirements, and unpredictable world developments, it is desirable that the Personnel Office testing activity be prepared to process large numbers of testees (both applicants and employees) on relatively short notice. While testing requirements currently are expected to diminish, past experience attests to the desirability of maintaining automatic test-scoring equipment on a stand-by basis.

C. Agency Evaluation

1. Many out-of-town applicants find it inconvenient to remain in Washington more than one or two days. Under such circumstances, it is highly desirable that test results be readily available to Placement Officers and representatives of Operating Offices for use in conjunction with personal interviews and other bases for applicant evaluation.

2. It is anticipated that, with increasing emphasis on test research activity, especially in the area of test construction and validation, the graphic item counter attachment will be utilized to a much greater extent than in the past.

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